



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF  
JAMAICA  
**MINISTRY OF HEALTH**

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Director Waste Management  
**JOB GRADE:**  
**DEPARTMENT:** Medical Waste Management  
**REPORTS TO:** Waste Management Steering Committee  
**MANAGES:** Facility Manager, Administrative Officer

This document is validated as an accurate and true description of the job as signified below

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date created/revised

## **JOB PURPOSE**

To develop, manage and coordinate the implementation of a comprehensive waste management programme to improve the management of waste from healthcare facilities.

To oversee the establishment and administration/management of all regional treatment facilities and collections systems, and develop, implement and monitor all requisite plans, manuals, procedures, tools and databases necessary to ensure compliance with regulatory standards.

## **KEY OUTPUTS**

### **KEY RESPONSIBILITY AREAS**

#### **Management Administrative Responsibilities**

1. Design, develop and implement the waste management programme strategic plan, work plan and budget.
2. Prepare and present monthly reports on the programme's management, operational and financial status.
3. Pursue funding opportunities from local and international institutions to implement waste management programme.
4. Direct the management operation of all regional waste treatment facilities and collection systems.
5. Coordinate with regional health authorities, healthcare facilities, regulatory agencies and other stakeholders to plan, develop, implement and monitor the regulatory framework, operational manuals, training programs, and procurement plans to effect proper management of healthcare waste.
6. Develop, manage, maintain and monitor all documentations (manuals, guidelines, standard operating procedures, etc) to ensure that all healthcare facilities, treatment facilities and collection systems are in compliance with all pertinent government regulations.
7. Collaborate and develop inter-sectoral linkages between relevant stakeholders to ensure effective programme implementation and sustainability.
8. Liaise and coordinate with Government Agencies relative to permitting and compliance, and assist with any investigations or surveys or practices as appropriate.
9. Manage and monitor all licenses and permits issued by Regulatory Agencies as they relate to all treatment facilities and collection systems.

10. Manage and monitor all contracts pertaining to the implementation, operation and maintenance of the waste management programme and the regional waste treatment facilities and collection systems.
11. Manage and coordinate education and training program for all stakeholders.
12. Represent the Ministry locally and internationally at meetings, conferences, seminars relating to waste management and infection control issues or as directed.

### **Technical Professional Responsibilities**

13. Provide technical assistance and advice to various groups as it relates to the management of healthcare waste.
14. Develop, maintain and implement management, training, operation, maintenance, contingency and emergency response plans to effect the proper management of healthcare waste.
15. Develop technical specifications and contract terms of reference for the procurement of goods, services and equipment pertaining to the establishment, operations and maintenance of the waste management programme and the regional waste treatment facilities and collection systems.
16. Monitor the procurement process for the supply and installation of all medical waste treatment facilities and collections.
17. Provide technical support with the development and review of the national policy, law, regulations and guidelines on medical waste management
18. Develop, maintain and manage the monitoring and evaluation mechanisms on waste management activities at healthcare facilities and waste treatment facilities.
19. Procure and monitor compliance with all relevant permits and licenses pertaining to the establishment and operation of the regional waste collection systems and treatment facilities.
20. Develop and implement plans for the regionalized procurement of waste disposal supplies and equipment.
21. Plan and conduct training workshops on healthcare waste management and infection control.
22. Develop, manage and maintain the regional collection plan and schedules for all regional treatment and collection system.
23. Plan, coordinate and implement periodic waste audit at healthcare and waste treatment facilities.

### **Human Resource Responsibilities**

24. Manage the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes.
25. Provide leadership to staff through objective setting, delegation and communication.
26. Provide guidance to staff through coaching, mentoring and training, and providing assistance and support as needed.
27. Participate in the recruitment process of staff for the programme.
28. Ensure that staff is aware of and adheres to the policies, procedures, and regulations of Ministry.

### **Other Responsibilities**

29. Perform other related functions assigned from time to time by the Waste Management Steering Committee and or the Permanent Secretary and Chief Medical Officer of the Ministry of Health and Environment.

### **PERFORMANCE STANDARDS**

1. Annual budget and work plan produced within the established format and timeframe;
2. Program strategic plan developed and reviewed within agreed timeframe;
3. Management, operational and financial reports prepared and presented within established timeframes;
4. Regulatory framework including policy, legislation, standards and guidelines developed and maintained within the established format;
5. Operational manuals including national, regional and facility waste management plans, emergency and contingency plans, operation and maintenance plans, monitoring plans and closure plans for incinerators developed and maintained within established formats and timeframe;
6. Training program including training plan, manual, guides, posters developed and training workshops conducted within established timeframe;
7. Regional treatment facilities and collection systems established and maintained within the stipulated requirements;
8. Monitoring and evaluation mechanisms developed and maintained within established timeframe;
9. Procurement program developed, implemented and maintained within established timeframe;
10. Welfare of staff is identified and addressed;
11. Mechanisms established to facilitate inter sectoral collaboration.
12. Technical assistance and advice provided within established guidelines.

## **REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>	<b>Level s</b>
Sound knowledge of the principles and current approaches medical waste management programmes.	
Demonstrated technical knowledge, and academic credentials in the field of solid waste management, planning and training.	
Excellent knowledge of trends in the management of wastes from healthcare institutions.	
Good knowledge of policy and regulatory requirements applicable to medical waste management and infection control.	
Excellent project management skills.	
Good problem solving and analytical skills.	
Excellent oral and written communication skills, including technical writing.	
Ability to lead and work in a multi disciplinary team environment and collaborate with colleagues.	
Proficiency in the relevant computer applications	

<b>Core Competencies</b>	<b>Level s</b>
Oral communication skills	
Written communication skills	
Leadership	
Planning and organizing skills	
Problem Solving and Decision Making	
Interpersonal skills	
Initiative	
People Management	

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Masters degree in Waste Management, Sanitation Engineering, Environmental Engineering, or related subject.
- Five years working experience in the field of waste management at senior level.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working environment, no adverse working conditions
- Requires traveling to different locations within the area of responsibility
- Requires to work beyond normal working hours from time to time to meet deadlines.

### **REPORTING RELATIONSHIPS**

Reports to: Waste Management Steering Committee chaired by the Chief Medical Officer in the Ministry of Health and Environment

Functional Relationships: Regional Technical Directors, Chief Executive Officers of Healthcare Facilities, Director of Ministry of Health Environmental Health Unit

Supervision given to: Directly – Treatment Facility Managers in all health regions, Administrative Officer  
Indirectly – Treatment Facility Operators, Collection Operators, Healthcare Facility Waste Management Personnel

Nature of Supervision: Provides advice and direction where necessary

### **AUTHORITY**

- Recommends medical waste management programmes, procedures and systems.
- Reviews and updates waste management plans, policy and regulations.
- Recommends budgetary allocation for medical waste management.
- Recommends technical supports for healthcare institutions and medical waste faculties.
- Recommends waste treatment technologies, waste disposal supplies and equipments.
- Recommends leave, disciplinary action and promotion of direct reports according to established human resource policies.